



Deputy City Clerk- Technician

Monthly Salary Range:
\$3,642—\$4,428

Filing Deadline:
November 8, 2010

Oral Panel Interviews:
November 15, 2010

Apply online:
www.carlsbadca.gov/hr

Carlsbad *California*

Carlsbad is for those who appreciate the many benefits and pleasures of living, working or simply spending time in a community that sets high standards for itself. The city is ideally situated in north San Diego County where a great climate, beautiful beaches and lagoons, and abundant natural open space combine with world class resorts, family attractions, well-planned neighborhoods, a diverse business sector and a charming village atmosphere to create the ideal California experience.

Covering nearly 42-square miles, the City of Carlsbad is approaching build out and is currently home to 107,000 residents. Thanks to an award winning growth management plan, the city features infrastructure and services that keep pace with development and promote an excellent quality of life. Fully 40 percent of the city has been set aside as permanent open space.

The Department

The City Clerk is the City's Elections Official, Legislative Administrator, and Records Manager. As Elections Official, the City Clerk administers state and local procedures through which local government representatives are selected. The Clerk assists candidates in meeting their legal responsibilities before during, and after an election.

As a Legislative Administrator, the City Clerk assists in the decision-making process of the local legislature.

Typical Duties

Attend City Council meetings and provide an accurate transcript of the proceedings in accordance with established policies and procedures. Assist with implementation of the Records Management Program, including the filing, coding, indexing and distribution of documents; and coordinating the storage, archiving and destruction of records. Research inquiries and provide information about official records to the public and staff. Assist with City elections, Political Reform Act Filings, bond releases and processing of administrative documents. Assist with the preparation, assembly and distribution of materials for Council meetings in accordance with established procedures. Serve as liaison to vendors and the County Registrar. Assist in coordination of advertising including preparation of legal notices ensuring timely publication and review of invoices for accuracy.

Experience/Education

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Equivalent to completion of the twelfth grade, including or supplemented by specialized business training; and four years progressively responsible clerical or records management experience including frequent contact with the public. Specific experience working in a City Clerk office environment is highly desirable.



Ideal Candidate

The ideal candidate has experience working with the public in person and over the telephone. Must be detailed oriented, possess good communication and comprehension skills. Possess ability to understand and condense important key points during City Council meetings to compose weekly minutes. Must attend City Council meetings held on Tuesday evenings from 6:00 PM till 10:00 PM.

A thorough working knowledge of Microsoft Word and Excel. Be able to work independently and have good organizational skills. Be able to balance and perform multiple tasks simultaneously and meet deadlines. Must be a team player, have strong customer service and interpersonal skills to interact in a positive and enthusiastic manner with the public, staff and other City departments.

Selection Process

Filing Deadline:

November 8, 2010 @ 10:00 a.m.

Oral Panel Interviews:

November 15, 2010

An additional testing process may be required following the panel interviews.

Supplemental Questionnaire

Your responses should be as concise and specific as possible. Resumes will not be accepted in lieu of submitting this supplemental questionnaire, but must be included in addition to the required application and resume.

Please include the following statement at the bottom of your supplemental questionnaire along with your signature and date: "I declare the statements on this application and questionnaire are true and complete to the best of my knowledge and belief."

Please indicate what background and experiences best demonstrate your capacity in the following areas.

1. Interpreting Federal, state and municipal laws, regulations, policies and procedures as required with a City Clerk's Department.
2. Fair Political Practices Commission filing requirements
3. Records Management System



Compensation and Benefits

Monthly Salary: \$3,642- \$4,428 Dependent on experience.

- PERS Retirement: City contributes both the employee and employer share to the 3% at 60 program. City does not participate in Social Security.
- Health Benefits: Include medical, dental and vision. Rates vary depending on type of plan and level of coverage. Flexible spending accounts available.

Other Benefits:

- Paid Holidays,
- Vacation and Sick Leave
- Life Insurance
- Bilingual Pay

How to Apply

Interested candidates can apply for this position and obtain additional information at:

City of Carlsbad HR Department
1635 Faraday Ave., Carlsbad, CA 92008
Phone (760) 602-2440 Fax (760) 602-8554
www.carlsbadca.gov/hr

For a complete job description, visit our website:
<http://www.carlsbadca.gov/services/departments/hr/Documents/Deputy%20City%20Clerk.pdf>

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